


## UNIT 3 &gt; Projects

## Lesson 3.4 Business skills: Meetings: Updates and action

**Listening A**  3.04 Complete the text about the stand-up meeting using the verbs in the box. You may need to change the form of some verbs. Listen again to check your answers.

answer catch do follow up give plan see speak start throw

It's very simple. I will <sup>1</sup> \_\_\_\_\_ by throwing this ball to a person. The person with the ball then <sup>2</sup> \_\_\_\_\_ the rest of us three pieces of information.

One: what they <sup>3</sup> \_\_\_\_\_ yesterday.

Two: what they <sup>4</sup> \_\_\_\_\_ for today.

Three: any problems or impediments that they <sup>5</sup> \_\_\_\_\_.

That's it. No discussion. They then <sup>6</sup> \_\_\_\_\_ the ball to another person, who <sup>7</sup> \_\_\_\_\_ the same three questions. We go on until everyone has <sup>8</sup> \_\_\_\_\_.

After the meeting, I will then <sup>9</sup> \_\_\_\_\_ and speak to individuals about any action items. Any questions? No? Good. OK. Let's start with Jack. <sup>10</sup> \_\_\_\_\_!